

Guide to Creating Academic SMART Goals

Instructions: Use this guide to create academic goals for yourself that are Specific, Measurable, Achievable, Relevant, and Time-bound. Start with the initial goals you identified in the Self-Assessment Exercise. For each of those goals, work through the following questions to refine that goal and make it SMART. Once you have revised your goals, submit your revised SMART goals in the module.

<p>Original Goal Statement:</p> <p>Write down one of the goals you have identified from the Self-Assessment Exercise.</p>	
<p>Make It Specific:</p> <ul style="list-style-type: none"> • What is it that you want to accomplish? • What actions do you need to take to accomplish the goal? • Determine whether there are preliminary requirements or skills you must develop to achieve the goal. • Are there other people who must be involved to achieve this goal? • Why are you setting this goal? In other words, what will accomplishing this goal do for you? • Use specific, actionable verbs. Avoid vague goals like “I want to improve,” but instead choose specific things you will work on. 	
<p>Make It Measurable:</p> <ul style="list-style-type: none"> • How will you know if the goal has been met? What will you use to measure accomplishment of the goal? 	
<p>Make It Achievable:</p> <ul style="list-style-type: none"> • What will you have to do to accomplish the goal? • Do you already have the skills you need to achieve the goal? If not, you need to identify the action steps required for developing those skills if you want to achieve the goal. 	

<p>Make It Relevant:</p> <ul style="list-style-type: none"> • Does this goal contribute to your academic success? If not, it may be an important personal goal but may not fit within the confines of this assignment. 	
<p>Make It Time-bound:</p> <ul style="list-style-type: none"> • What is the target for accomplishing this goal? Choose a deadline. If the deadline is far off in the future, set intermediate deadlines where you will check your progress, and break down the larger goal into intermediate goals. 	
<p>Rewrite Your SMART Academic Goal:</p> <p>Now that you have worked your way through this guide for creating SMART goals, rewrite your original goal so that it includes the relevant information you have identified.</p>	